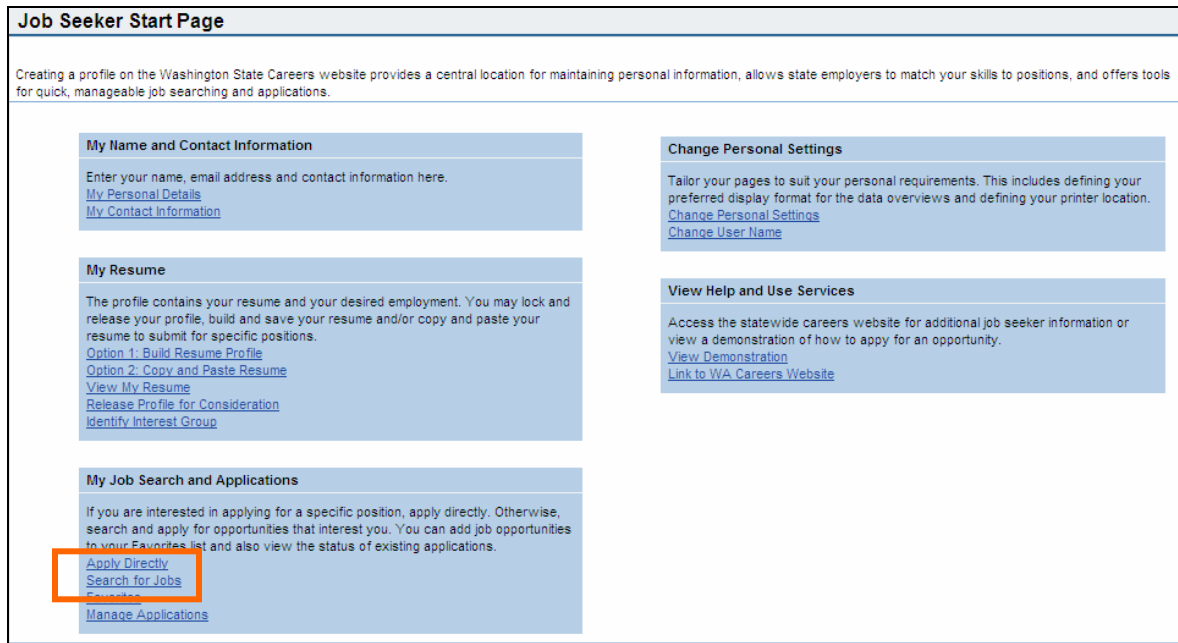


You can search for jobs whether you have registered or not.

To begin a job search once registered, click on **Search for Jobs** under **My Job Search and Applications**. There are several ways to search for jobs. The following pages will review these methods.

NOTE: *The maximum search result is 1500. Select additional search criteria to narrow down your search results.*



The screenshot shows the 'Job Seeker Start Page' with a header and a main content area. The header includes the title 'Job Seeker Start Page' and a brief description of the website's purpose. The main content area is divided into several sections, each with a title and a list of links. The sections are: 'My Name and Contact Information', 'My Resume', 'My Job Search and Applications', 'Change Personal Settings', and 'View Help and Use Services'. The 'My Job Search and Applications' section is highlighted with a red box, and the 'Apply Directly' link is also highlighted with a red box.

Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

My Name and Contact Information

Enter your name, email address and contact information here.
[My Personal Details](#)
[My Contact Information](#)

My Resume

The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
[Option 1: Build Resume Profile](#)
[Option 2: Copy and Paste Resume](#)
[View My Resume](#)
[Release Profile for Consideration](#)
[Identify Interest Group](#)

My Job Search and Applications

If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
[Apply Directly](#)
[Search for Jobs](#)
[Favorites](#)
[Manage Applications](#)

Change Personal Settings

Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.
[Change Personal Settings](#)
[Change User Name](#)

View Help and Use Services

Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.
[View Demonstration](#)
[Link to WA Careers Website](#)

Full Text Search

This search is useful when searching for a specific job title or a career category.

1. Type job name or category followed by an * (asterisk) in the field under Full Text Search. For instance, to search for administrative jobs, type in the word **administrative** and insert an * (**asterisk**) after the word and click on **Start Search**. The asterisk will bring back all job postings that are associated with the word “administrative” up to the maximum search result of 1500.
2. Further define your full text search by selecting a search method. Select the **down arrow** to see a drop down box and you will see three alternative ways to search.

- Here is an example of a broad search using the text **administrative***.

Job Search

[Job Seeker Start Page](#) > Job Search

Are you looking for a new challenge?
There are numerous job opportunities in our database. Take a look!

[Start Search](#) [Reset](#) [Save Search](#) [Notes on Search](#)

Search Queries

Search Query: -- No Search Queries Saved --

Full Text Search

Search for: administrative*

Search Method: One word (OR)

One word (OR)
All words (AND)
Only these words (PHRASE)

[Search Criteria for Employment Opportunities](#)

3. If you want to see all job opportunities, click on the **Start Search** button without filling in any search criteria. You will get a list of all job postings currently open in the state of Washington up to the maximum search result of 1500.
4. Click on the **blue text** in the **Job Posting** column to see a specific posting.
5. If you wish to apply for a job, click on the **blue box** and then click the **Apply/Display Application** button. If you wish to add a job posting to your favorites click on **Add to Favorites**.

Search Criteria

Search Result: 4 Hits

	Career Category	Job Posting	Published	Country	Favorite	Application from
<input type="checkbox"/>	Administrative & Support Services	Office Assistant 3 (General Pool)	05/11/2006		No	
<input type="checkbox"/>	Human Resources	MC Test 79 Posting NC50030000	09/11/2006		No	
<input type="checkbox"/>	Administrative & Support Services	111 NC50030083 NB50030082	09/02/2006	USA	No	
<input type="checkbox"/>		Office Assistant 2 #OA2-72	05/11/2006		No	

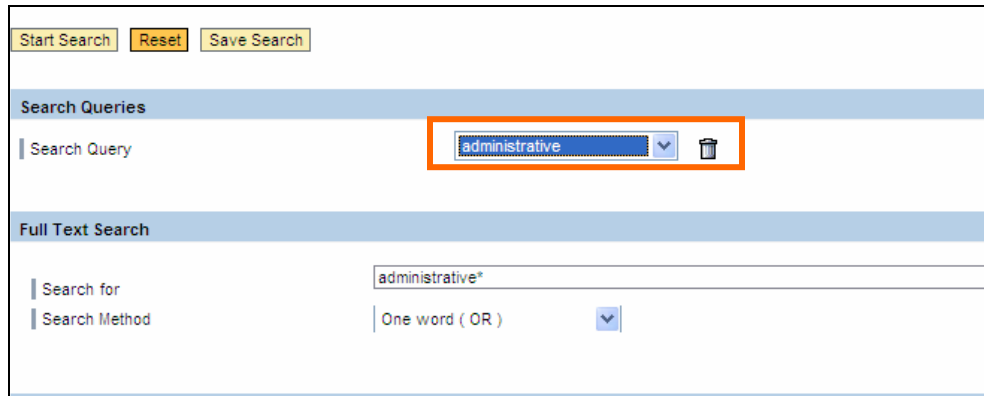
[Add to Favorites / Delete from Favorites](#) [Apply / Display Application](#)

[Return to Search](#)

Save a Search

You have the ability to save a search, and use the same criteria for a future search. This will save the criteria you used to search; it will not save the search results.

1. To save a search click on **Back to Search**.
2. Click on **Save Search**.
3. Give your search a name (e.g. administrative).
4. Click **Save Search**.
5. The next time you want to perform the search you may select it from the drop down box and click **Start Search**.



The screenshot shows a search interface with three buttons at the top: 'Start Search' (yellow), 'Reset' (orange), and 'Save Search' (yellow). Below these is a section titled 'Search Queries' with a light blue header. Under this header, there is a 'Search Query' label and a dropdown menu currently displaying 'administrative'. To the right of the dropdown is a trash icon. Below the 'Search Queries' section is another section titled 'Full Text Search' with a light blue header. Under this header, there is a 'Search for' label and a text input field containing 'administrative*'. Below the text input field is a 'Search Method' label and a dropdown menu currently displaying 'One word (OR)'.

Searching Using Specific Criteria

You can narrow your search by refining your search criteria. You can filter your search by selecting any or all of the categories shown: city, county, agency, career category, responsibility level, work type, salary range, and working time. The more selections you make, typically, the less results you will receive.

1. **To select more than one entry** just click your mouse on your first choice, and, while holding down the control key, click on your other selections within that category.
2. A job posting for a specific city or county location will not appear if **statewide** is selected for the search criteria. Only postings indicated as **statewide** will appear. If you are interested in positions anywhere in Washington State, you may leave the search criteria on **select** to bring back the highest results up to the maximum search results of 1500.

The state of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to <http://www.careers.wa.gov/help/>.